



ZIHRM Membership Management System

Progress report & Membership
application and payment Process



Introduction



The Member Information System (MIS) is a platform designed to streamline and enhance the management of member data.



Tailored for membership-based organizations, this system automates administrative tasks, making it easier for staff to manage member interactions, while providing members with a user-friendly interface to update their information, renew memberships, and access important resources.

Key Objectives of the MIS



Centralized Data Management: The MIS securely stores and organizes all member data in a single location, providing quick access to essential information such as contact details, profiles, and membership statuses.



Automated Membership Processes: The MIS Streamlines applications, renewals, and approvals. Offering online registration and payment.



Increased Security and Compliance: The MIS Safeguards sensitive member data through advanced security protocols, encrypted storage, and strict access controls, ensuring both data privacy and adherence to regulatory standards.

Registration



New Member Application: Prospective members can apply, select their membership type, pay fees online, and submit their application for approval without visiting a physical office.



Membership Approval: Organization staff can manage and approve new applications via a centralized dashboard, simplifying membership onboarding.



BECOME A MEMBER

Join the Zambia Institute of Human Resource Management.

- [2024 Membership Application](#)
- [Existing Membership Renewal](#)

MEMBER LOGIN

Please use your membership number or username and password to log in to the system.

Username

Password

Login

[Click here if you forgot your password.](#)

NEWS AND UPDATES

- [Testing News](#) 2024-10-11 14:15:09
- [THE 2024 CURRENT UPDATES ON PAYMENT OF PENSION BENEFITS IN ZAMBIA](#) 2024-10-09 12:31:04



1 - National Registration Number

Please enter your NRC so that we can verify you do not already have an account in the system.

Information	Input fields	Description
National Registration Number (NRC)	<input type="text"/>	Please enter the ID number provided on your national identification card or passport

[CLICK TO VERIFY](#)





1 - GENERAL INFORMATION

In this section you will provide basic information needed for your membership.

Information	Input fields	Description
1.2 - Surname	<input type="text"/>	Your family name
1.3 - First Name	<input type="text"/>	Your given name
1.4 - Middle name	<input type="text"/>	Optional
1.5 - Sex (Gender)	<input type="text" value="Male"/>	
1.6 - Date of Birth	<input type="text" value="mm/dd/yyyy"/>	
1.7 - Nationality	<input type="text" value="Zambian"/>	
1.8 - Streetname and number	<input type="text"/>	For example: Munkoyo Street 1583
1.9 - P.O Box	<input type="text"/>	For example: 804040
1.10 - City/Town	<input type="text"/>	
1.11 - Phone Number	<input type="text" value="+260"/>	For example: 971234567
1.12 - Email Address	<input type="text"/>	Optional (Yahoo, Hotmail, Gmail, etc)
1.13 - Country	<input type="text" value="Zambia"/>	
1.14 - Marital Status	<input type="text" value="Married"/>	
1.15 - NRC file	<input type="button" value="Choose File"/> No file chosen	Attach your National Registration Card / Passport

2 - EDUCATION BACKGROUND

3 - EMPLOYER INFORMATION

4 - SUBMIT YOUR APPLICATION



Membership Renewal



Seamless Renewal Process: Allows existing members to renew their memberships quickly and easily. Members can log in to the system, access their renewal options, and complete the process with minimal steps, enhancing the user experience and encouraging timely renewals.



Reminders: The organization is able to send email or SMS reminders to members as their renewal date approaches. These notifications contain clear calls-to-action, guiding members to renew on time and helping the organization maintain membership retention.



Member Biodata

- **Profile Management:** Securely stores all essential member information, including personal details, contact information, profile photos, and educational background, in one centralized location. This comprehensive database allows for efficient member management and easy access to key data.
- **Search and Filtering:** Offers robust search and filtering options, enabling staff to find specific members based on various criteria such as name, NRC or membership type. This feature simplifies the process of locating members for communication or targeted outreach, making it easier to foster meaningful connections within the organization.
- **Self-Update Feature:** Allows members to manage and update their own profiles, ensuring their information remains accurate and up-to-date. By empowering members to make real-time changes, this feature reduces the administrative workload on staff and helps maintain a database of current and reliable information.



CURRENT USER: 24110008



AUTHORIZED USER



- Home
- Personal Information
- Pay Online
- Helpdesk Inbox 0 0
- Send a Message
- Payments
- Change Password
- Logout

Home > Information > Personal Information

Personal Information
Overview of all personal information.

Susan Chishimba

PENDING APPROVAL

Affiliate First Applicant
Member (AFZIHRM)

Registry Files

Edit my information

Show payments

Print Membership Certificate

Print Practicing License

Account information

Member number	24110008
Member Status	Active
Gender	Female
NRC	373886/65/1
Membership Type	Affiliate First Applicant Member (AFZIHRM)
Account status	Requesting Membership
SAGE ID	NO SAGE ACCOUNT LINKED
Account Balance	K0
Access Level	Authorized User
Username	24110008
Learning Institution	Not set

Contact information

Physical address	Ngwerema road 5
PO. Box	10101
Town	Lusaka
Country	Zambia
Mobile Phone	972615221
Private Email	susan@corelink.co.zm

MEMBERSHIP CERTIFICATE HISTORY:

Your registration for the current year (2024) for Affiliate First Applicant Member (AFZIHRM) membership category is pending approval. Please make sure you have made the required payments.

Employer information

Company Name	Corelink Consulting Ltd
Company sponsored	Private Ltded
Phonenumber	963493849
Street	rowan@corelink.co.zm
Town	Ngwerema Road 5
Postalcode	Lusaka





CURRENT USER: ADMIN

AUTHORIZED USERS

- Home
- Pay Online
- Personal Information
- Message Content
- Helpdesk Support
- Helpdesk Inbox 0 0
- Manage Member Chat
- View Messages
- Change Password
- Direct Chat
- Logout

ALL STAFF

- Leave Request
- Create Purchase Requisition
- Send SMS message

ZIHRM STAFF

- Membership Approval
- Membership Categories
- Manage Institutions
- BlackList Management
- Notifv Members

Home

Fees and payments Payment details for student

- Return to profile
- Bill Member
- Print Statement

TRANSACTION	DATE	TYPE	DESCRIPTION	DEBIT	CREDIT	BALANCE
24110008	2024-11-08	INVOICE	Invoice for membership fees	1,410.00		1,410.00
ZIHRM24110008053039	2024-11-08	PAYMENT	Payment of membership fees		1,410.00	0.00

CURRENT BALANCE K0.00



Member Certificate

Automated Certificate Generation: Instantly generates certificates for members upon completion of membership approval or renewal. Each certificate is unique and includes member-specific information, ensuring quick, seamless access to official certification without manual processing.

Secure QR Code Authentication: Each certificate features a QR code that can be scanned to verify its authenticity. This code links to the official database, allowing easy and secure validation by any third party, ensuring that certificates are trustworthy and verifiable.

Anti-Forgery Technology: Built-in anti-forgery measures protect against unauthorized duplication or tampering of certificates. The combination of digital signatures and encrypted QR codes ensures that each certificate is secure and difficult to replicate, maintaining the integrity and exclusivity of official membership recognition.



**ZiHRM Zambia Institute of
Human Resource Management**

IT IS HEREBY CERTIFIED THAT

MIKE BANDA

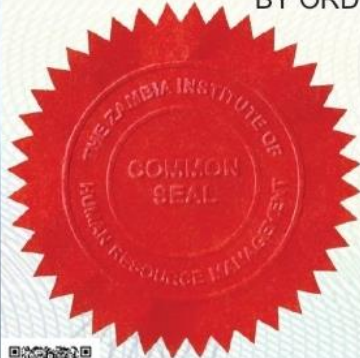
HAS BEEN ADMITTED AS
A

Student Member (STUZIHRM)

Of the above institute and as such is entitled to the benefits and is subject to the provisions of the Zambia Institute of Human Resource Management Act No 3 of 2022 and to such rules and regulations regarding the institute as shall from time to time be prescribed

Dated Year-2024

BY ORDER OF THE COUNCIL OF INSTITUTE



[Signature]
Zihrm President

[Signature]
Zihrm Honorary Council Secretary

[Signature]
Zihrm Registrar

- IT IS AN EXPRESS TERM OF THE ISSUE OF THIS CERTIFICATE THAT IT IS AND SHALL REMAIN THE PROPERTY OF AND SHALL ON DEMAND BE RETURNED OF THE INSTITUTE.
- NOTICE IS HEREBY GIVEN THAT THIS CERTIFICATE IS ISSUED IN PURSUANCE OF THE ZIHRM ACT NO 3 OF 2022

Communication

1

Centralized Dashboard Notices: Important announcements and notices are displayed on each member's dashboard immediately upon login.

2

Member Forum: Provides a dedicated space for members to engage in discussions, share insights, and ask questions.

3

Secure Member Chat: Allows members to send direct messages to each other within the system. This feature supports real-time, one-on-one communication

4

Targeted Notifications: The platform supports targeted communication, allowing administrators to send messages or alerts to specific member groups

A photograph showing a group of business professionals in a meeting. One person is pointing at a tablet displaying a dashboard with charts and graphs. A coffee cup is also visible on the table.

Finance & Accounting Integration

- **Bank and Mobile Payment Integration:** ZANACO and Indo Zambia Payment integration for VISA, Mobile Money, over the counter and USSD payment.
- **Real-Time Account Updates:** Payments are instantly posted to each member's account, providing immediate balance updates.
- **Compatibility with Major Accounting Systems:** Integrated with Sage Evolution (pending with ZIHRM) and SmartInvoice (ZRA)

Data Reporting



Comprehensive Data Analysis: The reporting module enables users to access detailed data on various aspects of the organization, from membership growth and engagement metrics to financial transactions. This comprehensive analysis empowers teams to make data-driven decisions and track organizational performance effectively.



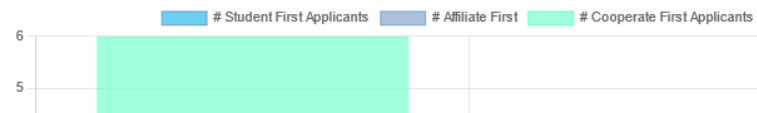
Automated Scheduling: The module supports automated scheduling of reports, which can be generated and sent to designated stakeholders on a regular basis (e.g., weekly, monthly). This feature ensures consistent access to critical data without the need for manual intervention, saving time and ensuring timely insights.



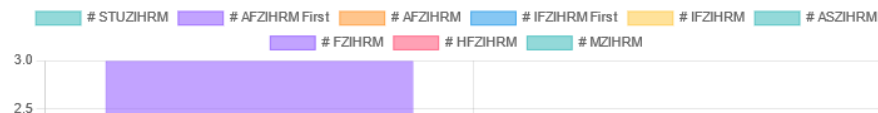
Visual Data Presentation: With built-in tools for generating charts, graphs, and dashboards, the module provides visual aids that make complex data easy to understand at a glance. These visuals are especially useful for presentations and strategic discussions, helping stakeholders grasp insights quickly.

Chart Statistics

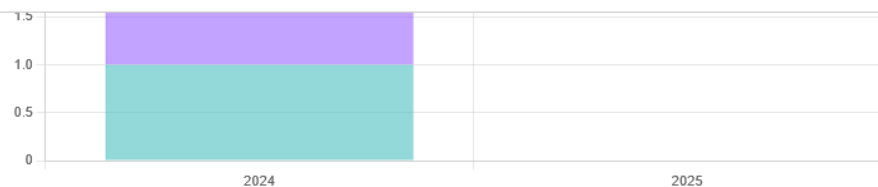
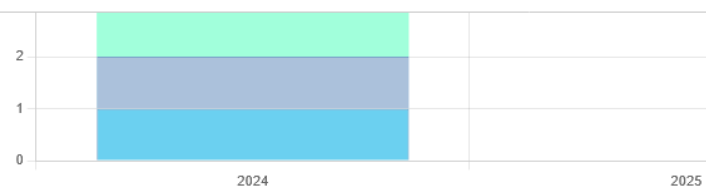
Total Applications



Total Registered Members



agement

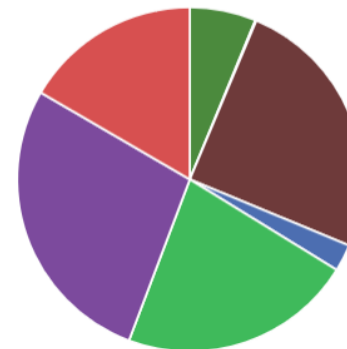


2024 - Membership Statistics

Total invoices and members registered for the entire year so far.

#	Income Center	Total Invoiced	Members admitted
1	Affiliate First Applicant Member (AFZIHRM)	K0	674
2	Affiliate Member (AFZIHRM)	K0	1,125
3	Associate Member (ASZIHRM)	K0	891
4	Fellow (FZIHRM)	K0	103
5	Full Member(MZIHRM)	K0	1,015
6	Honorary Fellow (HFZIHRM)	K0	4
7	Student Member (STUZIHRM)	K0	252
	Membership Total	K0	4,064

■ Student Member (STUZIHRM)
 ■ Honorary Fellow (HFZIHRM)
 ■ Full Member(MZIHRM)
 ■ Fellow (FZIHRM)
 ■ Associate Member (ASZIHRM)
 ■ Affiliate Member (AFZIHRM)
 ■ Affiliate First Applicant Member (AFZIHRM)



Conclusion

Full Ownership with ZIHRM



Fully Customizable



Just Getting Started